



# PROCESS FOR RECORDING AN EASEMENT

## Yakima County Public Services

128 North Second Street Fourth Floor Courthouse Yakima, Washington 98901  
(509) 574-2300 • 1-800-572-7354 • FAX (509) 574-2301 • [www.co.yakima.wa.us](http://www.co.yakima.wa.us)

When applying for a new land use or building permit, Yakima County Public Services verifies if there is legal access to the subject parcel. If there is not a recorded access easement (such as a recorded stand-alone access easement, or an easement dedicated on a recorded plat map), the applicant will be required to provide a copy of a recorded access easement that meets County standards as proof of legal access prior to the issuance of permits.

Access easements must be precise, and any incorrect information may result in a delay of the issuance of permits by the Yakima County Public Services Department and may result in the applicant having to revise and re-record the document (including paying recording fees again).

**Please Note: Yakima County cannot review access easement prior to the recording of the document. It is highly recommended that the applicant contacts a local land surveyor, land use attorney, or title company to assist in this process prior to recording the easement.**

As an applicant/owner, you have the option to draft and record an access easement yourself, however these are legal documents that can significantly impact your property if not prepared properly resulting in issues with your title; such as (but not limited to):

1. You don't have the correct legal description for the property and you record an easement on someone else's property., or
2. The proposed access easement description is incorrect and either doesn't extend to the needed length and/or the access easement covers the entire parcel, which we then would not be able to issue a permit because a structure can not be approved within an access easement.

**Access Easements need to be recorded in the Yakima County Auditor's Office:**

**Rm. 117 Yakima County Courthouse, 509-574-1400**